

## **Limited English Proficiency Policy K-State Research and Extension**

### **Situation**

On August 11, 2000, the President signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." The Executive Order requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the agency.

K-State Research and Extension is a recipient of USDA federal funding and therefore is obligated to take reasonable steps to ensure that those with Limited English Proficiency [LEP] have meaningful access to the programs, services and information provided by Extension. The U.S. Census estimates that more than 324,000 (11.5%) individuals in Kansas speak a language other than English. Of this total about 212,000 (65%) speak Spanish as their primary language with about 81,500 of them speaking English not well or not at all. Due to the diversity of the population of Kansas, and in the interest of serving those whose native language is not English, KSRE will make reasonable efforts to provide alternative methods of educational delivery.

### **K-State Research and Extension Guidelines**

Limited English proficiency may limit participation in Extension programs. Reasonable efforts will be made in identifying LEP persons who require language assistance. Reasonable alternative methods of educational delivery will be explored, and provided so as not to cause an undue burden on the agency. The following four-factor analysis will be used to effect the preceding:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee/recipient
- The frequency with which LEP individuals come into contact with the program
- The nature and importance of the program, activity, or service provided by the program to people's lives
- The resources available to the recipient and costs

Detailed LEP guidance can be found at: <https://nifa.usda.gov/resource/limited-english-proficiency> and [https://www.lep.gov/guidance/guidance\\_Fed\\_Guidance.html#USDA](https://www.lep.gov/guidance/guidance_Fed_Guidance.html#USDA)

Any reasonable efforts made in the above regard should be documented and maintained in the local unit civil rights files.

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